

Is PowerPoint still relevant?

Q. Everybody seems to be denigrating the use of PowerPoint presentations. Is PowerPoint still a relevant application?

A. As with many things, the tendency may be to throw the baby out with the bath water. Depending upon the type of presentation, your audience may disengage with you if your PowerPoint doesn't support or enhance your presentation but rather makes it worse by offering visuals that can't be seen or messages that aren't clear.

So yes, PowerPoint is still relevant. Good presentation skills will guide you toward creating PowerPoint presentations that lift your message, rather than bury it. Here are a few do's and don'ts.

- **Don't put everything** you're going to say on your slide. If you're just going to read your slides, send an email instead.
- **Do use graphics, charts and photos** rather than text where possible.
- **Don't put slides in the handout** if they don't inform.
- **Do use the Create Handout tool** for greater editing flexibility in Word to easily add or remove material.